

SECRET

1 NOV 1971

MEMORANDUM FOR: Deputy Director for Support

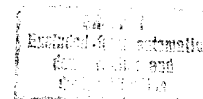
SUBJECT : Office of Personnel Report - Week Ending 29 October 1971

1. Retirement Information Seminar: The Retirement Seminar for 1971 was concluded on 29 October. The average daily attendance was less than in previous years. Apparently those in attendance were, except in very few cases, those employees who received their five-year letters this year. The large numbers in attendance in previous years undoubtedly included employees who were within the five-year range but who had not had an opportunity to attend a seminar when they received their five-year letters. We believe that from now on the main body of those in attendance in any year will be those employees who received five-year letters in the same year.

2. Promotion Consideration: We are again bringing to the attention of component personnel officers the responsibility of Agency career service officials to consider employees on military furlough for promotion. Specifically, we are advising components that the employee should be listed on promotion rosters and should be considered along with other employees at his grade level.

25X1A 3. Minority Recruitment: [REDACTED] recruiter, was
25X1A joined this week by [REDACTED] NPIC training officer, in visits to Prairie View A & M College, the University of Houston, and Texas Southern University in a concentrated effort to encourage Black professional applicants.

SECRET



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6. Cooperative Education Salaries: A survey of co-op salaries just compiled by Virginia Polytechnic Institute shows that our co-op salaries compare favorably with the country-wide average. In some instances, they are slightly above average.

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Acting Director of Personnel

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OD/Pers, [redacted] dpm (1 Nov 71)

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